

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.				Agency Number
CHECK ONE: <input type="checkbox"/> NEW POSITION <input checked="" type="checkbox"/> EXISTING POSITION				
Part I - Items 1 through 12 to be completed by department head or personnel office.				
1. Agency Name Kansas Department of Agriculture		9. Position No.	10. Budget Program Number	
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Agricultural Inspector II		
3. Division Division of Food Safety		12. Proposed Class Title		
4. Section Meat and Poultry Inspection	For Use By Personnel Office	13. Allocation		
5. Unit		14. Effective Date 8/15/12		
6. Location (address where employee works) City County Scott, Lane, Ness Wichita		15. By	Approved	
7. (circle appropriate time) Full time X Perm. Inter. Part time Temp. %	Personnel Office	16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM To: 5:00 PM		17. Audit Date: By: Date: By:		
PART II - To be completed by department head, personnel office or supervisor of the position.				

18. If this is a request to relocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name	Title	Position Number
Trishia Redger	Agricultural Inspector III	K0045439

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
	Same as above	

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

The employee is given considerable latitude in completing the inspection work. Initially, all employees are given both classroom and on-the-job training which addresses all aspects of their work assignments. Additional instruction, guidelines and manuals are provided to assist them in the field. Periodically, their work is reviewed by Veterinary Supervisors and Agricultural Inspector III's to ensure guidelines are being followed. KDA veterinarians are available for dispositions on suspect animals. The employee must make judgment decisions on ante-mortem, sanitation procedures, adulteration, mislabeling and assure the proper use of chemicals, curing compounds, insect and rodent control and take proper action when not in compliance. Inspectors are normally assigned from one to three plants. The inspector is required to arrive in time to provide the inspection in accordance to the law and regulations. Upon completion on the inspection, the inspector completes the necessary forms and prepares for the next assignment. Under unusual conditions or in the case of problems or questions, the inspector will call the Topeka office for guidance.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action) ; **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time	
1) 10%	Inspect all animals presented for slaughter insuring only healthy and ambulatory animals are approved for slaughter. Suspect animals should be handled in accordance with approved guidelines and procedures. Records are maintained on all animals. Disposition veterinarians must be called for final disposition in accordance with established guidelines.
2) 25%	Conduct post-mortem inspection, consisting of slicing and verifying the condition of lymph nodes to insure the adequate health condition of all animals. Complete cervical, visceral and rail inspection. Take action on conditions observed in accordance with regulations and guidelines.
3) 20%	Review processing activities conducted by the plant and insure the plant is properly following their Hazard Analysis and Critical Control Point (HACCP) plans. Be knowledgeable of products being prepared, formulations being used, check on pumping and cooking temperatures to ensure food safety and check net weights periodically for accuracy. Maintain an up-to-date label file and take samples according to established procedure and forward for laboratory analysis to assure standards of identity. Control certified pork and maintain records for trichinae control, if needed. Verify that all samples required under the HACCP system are taken as directed.
4) 25%	Arrive at establishment in sufficient time to conduct and correctly document proper pre-op and operational inspection of the facilities to assure that the level of sanitation is acceptable and that the plant has fully followed the provisions of their Sanitary Standard Operating Procedures (SSOP). Institute corrective actions as necessary and document plant conditions on the Noncompliance Record (NR). Maintain current water certificate and insure adequate insect and rodent control and maintain records to verify dates of control and chemicals used in accordance with labels and guidelines for health purposes.
5) 10%	Supervise proper identification, storage and handling of all products. Supervise and assure proper denaturing/decharacterizing of inedible/condemned products. Insure proper sanitary dressing procedures during slaughter to prevent contamination of carcasses and insure the proper use and storage of non-meat items.
6) 10%	Review regulations as necessary to stay familiar and current to assure compliance. Perform awareness meetings and basic compliance check of establishment HACCP plan when required. Complete and submit required reports on schedule. Maintain records in a neat and orderly manner. Have available and maintain all inspection equipment in a manner in order to be able to perform inspections. For proper enforcement, general cooperation with supervisors and other division personnel is important.

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title

Position Number

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23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- () Moderate loss of time, injury, damage or adverse impact on health and welfare of others.
- (x) Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

An error in action or decision of the inspector could result in mislabeled or adulterated product reaching the consuming public. A mislabeled product could result in an economic fraud to the consumer, while an adulterated product could potentially cause food poisoning or other illness due to residue, parasites or disease. Products may have to be recalled resulting in a major expense to the plant operator. A major program failure could result in loss of consumer confidence in the meat inspection program and damage to the livestock industry.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Contact is made on a daily basis with owners and employees of official state meat and poultry slaughter plants while performing inspection duties. Contact will be made weekly with supervisors to review assignments schedules. Contacts are often made with farmers/ranchers as they deliver animals to slaughter facilities or as they return to pick up the final product. Employee commonly works with the Agricultural Inspector III and the program's disposition veterinarians.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

The work environment consists of meat and packing plants involving animals, slaughter floors and processing equipment. Knives are used daily to incise lymph nodes during inspection of the head and viscera. Slaughter floor inspection is conducted on wet floors, caused by water and blood. Splitting saws and other heavy equipment is used both on the slaughter floor and in processing areas. Carcasses and some equipment may be located above the head. Ante-mortem inspection is often conducted outside during inclement weather. Product is checked in coolers and freezers. Processing areas are often maintained at less than 50 degrees Fahrenheit. Falls and knife cuts are not uncommon.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

See above for machines or equipment used in the plant. Inspectors may use knives, aprons, frocks, and hard hats daily while providing inspection services.

PART III - To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

As per class specifications

Education or Training - Special or professional

License, certificates and registrations

Successful completion of job duties is dependent upon the maintenance of a current Kansas Driver's License

Special knowledge, skills and abilities

Experience - Length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Applicant for this position must submit to and pass a AO H-R-R PSEUDOISCHROMATIC OR ISHIHARI color blindness test as a condition of employment.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date